

# DRAFT

## SAIB POLICY and GUIDANCE

### **What is a Special Airworthiness Information Bulletin (SAIB)?**

The SAIB is an information tool that alerts, educates, and makes recommendations to the general aviation community. It is non-regulatory information and guidance that does not meet the criteria for an Airworthiness Directive (AD).

### **What is the difference between ADs and SAIBs?**

We issue ADs against engines, propellers, appliances, and US type certificated aircraft by make and model. SAIBs allow us to share important safety information with other audiences. For example: We issued emergency AD 2000-16-51 against Model PZL-104 Wilga 80 airplanes requiring repetitive replacement of the front tailplane to fuselage joint connector and bushing. We issued SAIB CE-00-30 as guidance on PZL-04 Wilga 35 which was not US type certificated. Another example: Three major oil companies notified the FAA of possible contaminated fuel. We wrote and distributed SAIB NE-00-03, with industry's help, to specific "tail numbers." We received very favorable comments from owners and operators as well as the oil companies.

### **Who decides to write an SAIB?**

The Directorate or Aircraft Certification Office engineer through a coordination process writes the SAIB.

### **Who publishes and coordinates distribution of the SAIB?**

AIR-140 publishes and distributes copies of the SAIB.

### **Where can I find an SAIB?**

We post SAIBs on the Internet at [www.airweb.faa.gov](http://www.airweb.faa.gov) and <http://av-info.faa.gov>

### **Where can I find more information about the SAIB process?**

See attachment 1.

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### Background

In the past, Special Alerts were used to alert the aviation community of non-regulatory information. The Designee Standardization Branch (AFS-640), the focal point for General Aviation Alerts Advisory Circular 43-16, had the responsibility of printing and distributing Special Alerts. In August 1994, AIR generated the majority of the Special Alerts issued. At that time, AFS and AIR agreed that AIR would become the focal point for Special Alerts. In a coordinated effort with the Airworthiness Programs Branch (AIR-140), AIR-100 assumed this responsibility. The SAIB was developed as a means for providing non-regulatory information to the aviation community. Since AIR assumed this responsibility in 1994, SAIBs were issued as follows:

<u>Fiscal Year</u>	<u>Previous SAIB Workload</u>				
	<u>Total</u>	<u>ACE</u>	<u>ANE</u>	<u>ANM</u>	<u>ASW</u>
1994	3	2			1
1995	7	5	1		1
1996	18	17	1		
1997	10	6	4		
1998	48	46	2		
1999	39	31	6	2	

### General Information

The SAIB is a tool that alerts, educates, and makes recommendations to the aviation community. This tool is used when an Airworthiness Directive (AD) is not warranted but the non-regulatory information may be valuable to the continued airworthiness of an aircraft. Unlike an AD, the SAIB's target audience may be very broad; an SAIB may be sent to owners, type clubs or user groups, Fixed Base Operators, Flight Standards District Offices, Part 121&135 Operators, Repair Stations and Foreign Authorities. The data supporting the development of an SAIB may come from varied FAA, Industry, and other sources. SAIBs provide communication channels between AIR and the aviation community. Information from the implementation of SAIB recommendations may assist the FAA in developing corrective actions and/or rulemaking actions.

NOTE: SAIB recommendations are not mandatory. The performance of the recommendations does not preclude the possibility of AD issuance.

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### **Directorate Responsibilities**

Order 8000.51, Aircraft Certification Directorates, established the four Aircraft Certification Directorates to perform technical policy management and airworthiness projects management for the aircraft certification programs. This policy paper extends to the Directorates, and the ACOs operating under the oversight of the responsible Directorate, the authority to develop and issue SAIBs for their area of assigned responsibility. The following list identifies the authority of the four directorates and assigned responsibility for 14 CFR Parts 23, 25, 27, 29, 33, and 35:

- The Small Airplane Directorate, located in Kansas City, Missouri, has responsibility for small airplanes certificated under 14 CFR Part 23 and earlier Civil Air Regulations (CAR), balloons, gliders, and airships.
- The Transport Airplane Directorate, located in Renton, Washington, has responsibility for transport category airplanes certificated under 14 CFR Part 25 and earlier CAR.
- The Rotorcraft Directorate, located in Fort Worth, Texas, has responsibility for rotorcraft certificated under 14 CFR Parts 27 and 29 and earlier CAR.
- The Engine and Propeller Directorate, located in Burlington, Massachusetts, has responsibility for engines and propellers certificated under 14 CFR Parts 33 and 35, earlier CAR, and auxiliary power units.

### **Airworthiness Program Branch Responsibility**

The Airworthiness Programs Branch, AIR-140, located in Oklahoma City, Oklahoma, has the following responsibilities:

- Assigning of SAIB numbers;
- Assisting in the identification of the intended audience;
- Advising on the development, technical editing, budgeting for and overseeing of printing and distribution; and
- Populating and maintaining the SAIB library

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SAIB Issuance Procedures	
<u>Step/Action</u>	<u>Responsible Office</u>
(1) Development	Originator - Directorate/ACO
(2) Approval	Directorate/ACO Branch Manager coordinated through the appropriate Directorate AD Coordinator
(3) Publication	AIR-140
(4) Issuance	AIR-140

These steps are described as follows:

**(1) SAIB Development:** The originator determines that the issuance and distribution of an SAIB is appropriate for a specific situation. This may include working with a manufacturer, a foreign civil aviation authority, industry groups, and other FAA personnel to obtain all available information. When this determination is made, the originator contacts AIR-140. The originator drafts the SAIB and provides, at a minimum, the appropriate information in each of the four sections of the SAIB template (see figure 1). The SAIB template is a guide; changes to the template are at the discretion of the originator and AIR-140. The originator and AIR-140 finalize the distribution list. The SAIB should list all known applicable Type Certificated make and model. You should refer to the Type Certificated Data Sheet for correct make and model designations. AIR-140 compiles the owner operator list from the Aircraft Registry Database, AFS-750. You can use "common" names of aircraft when needed for clarification.

NOTE: To ensure publication needs are met, the originator must work closely with AIR-140.

**(2) Branch Manager Approval:** The originator will submit the SAIB draft through the AD Coordinator to the Directorate/ACO Branch Manager for review and approval. The appropriate Directorate AD Coordinator will review the draft SAIB to ensure that it does not provide mandatory or regulatory information or directions. When approved, the originator transmits the SAIB electronically to AIR-140 for publication.

**(3) Submittal for Publication:** The originator submits the approved SAIB and the identified audience to AIR-140 by electronic mail. AIR-140 will editorially review the SAIB to ensure it meets the requirements for publication. The originator and AIR-140 will agree on all changes, ensuring that no mandatory language becomes part of the SAIB. AIR-140 will proceed with issuance.

**(4) Issuance of the SAIB:** AIR-140 will upload an electronic copy of the final SAIB to the FAA SAIB Internet web site. AIR-140 will prepare and distribute paper copies to the identified audience. AIR-140 will electronically transmit a copy of the SAIB to the originator at time of issuance.

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### SAIB Drafting Instructions

The originator should include any drawings, figures or attachments electronically when possible. SAIBs should be uniform in format, style, and quality. The originator should ensure that the SAIB meets the following requirements:

- Use short sentences and plain language.
- Use technical terms when necessary, but do not complicate simple recommendations.
- Make sure the terms used are specific and consistent.
- Use the same word each time to refer to the same item.
- Do not repeat recommendations for emphasis.
- Write in the active voice with a positive slant. (e.g. "Applies to all airplanes that have been modified..." instead of "Does not apply to airplanes with modification XYZ...")

NOTE: AIR-140 may assist the originator in drafting, which may include editing, formatting and technical guidance.

### SAIB Correction/Revision

Since SAIBs are non-mandatory, the originator should submit corrections or revisions only when the changes are substantive in nature (i.e. affects the substance or specific recommendations in the SAIB). AIR-140 and the originator will discuss and coordinate any revision and determine the necessity of mailing a revised SAIB to the identified audience.